

North Carolina Department of Health and Human Services Division of Mental Health, Developmental Disabilities and Substance Abuse Services

3001 Mail Service Center • Raleigh, North Carolina 27699-3001 Tel 919-733-7011 • Fax 919-733-1221 • Courier 56-20-24

Michael F. Easley, Governor Carmen Hooker Odom, Secretary

Richard J. Visingardi, Ph.D., Director

MEMORANDUM

To: Area Program Directors

From: Richard J. Visingardi, Ph.D.

RE: Adult Care Home Incentive Program Fund for FY 03-04

Date: November 14, 2003

The purpose and the requirements of the Adult Care Home Incentive Program Fund for FY 03-04 are the same as in previous years. The purpose is to increase the availability of area program services for people who live in adult care homes (facilities that are licensed by the Division of Facility Services under G.S. 131D-2.) To obtain incentive payments from this fund, area programs must submit a monthly report listing the clients who have been served by the area program and who reside in an Adult Care Home.

Required information on this monthly report includes: client case number, Medicaid number, and the name of the adult care home in which the client resides. Area programs have the option of e-mailing the form using an Excel spreadsheet or sending a hard copy. A copy of the form is attached. The form will also be available on the Division website.

Reports should be mailed or e-mailed each month to Teresa Sanders, Data Processing, 2026 Mail Service Center, Raleigh, North Carolina 27699-2026. Her e-mail address is: teresa.sanders@ncmail.net. She can be reached by phone at (919) 855-3688. It is important that reports be sent direct to Teresa Sanders to avoid delay in processing and payment. Payments for the first quarter are currently being processed. Additional payments will be made on a quarterly basis. Deadlines for processing area program monthly service form data are: January 12, 2003, April 12, 2003, and June 7, 2003.

As in the past, reports submitted after these due dates will be processed on the next processing date. If funds are expended before the end of the fiscal year, the final reporting batch will be prorated among area programs reporting for that period.

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If you have questions, please contact Bonnie Morell in the Community Policy Management Section/Best Practice Team at (919) 715-2774, email at Bonnie.Morell@ncmail.net

RJV/bm

cc: Secretary Carmen Hooker Odom

Lanier CanslerAdam HoltzmanJames BernsteinGeorge FrancisRob LammeTeresa SandersCarol Duncan-ClaytonBonnie Morell

Executive Leadership Team

Area Program Adult MH Service Coordinators

Area Program Developmental Disability Coordinators

Regional Accountants

Attachment

